



Job Opportunity Bulletin

Office Assistant (General)

(Pending Freeze Exemption Approval)

Tenure/Timebase: Permanent/Full-time

Location: CA Commission on Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95814-4213

Salary: Rg A \$ 1938 - \$2354
Rg B \$ 2130 - \$2588

Final Filing Date: June 9, 2004 or until filled

Contact: Joan Condit (916) 324-5952

Duties:

Under the general supervision of the Supervising Program Technician II, in the Division of Professional Practices, the Office Assistant is responsible for the following:

- Open and distribute mail to all Division staff. Pull files from holding shelf when mail is received
- Process discovery requests, including contacting the respondents regarding the costs.
- Order supplies and keep accurate inventory of all supplies.
- Maintain fax and photocopy machines; call for repair as needed.
- Maintain Division files and law library.
- Other related clerical duties as required, including backup to the Executive Office, or special messenger activities.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Good attendance, punctuality, and work attitude
- Ability to work independently with minimal supervision
- Strong communication and interpersonal skills
- Ability to maintain a courteous professional demeanor
- Ability to safeguard confidential and sensitive information
- Dependable with good work habits and the ability to follow oral and written instructions

Who May Apply:

Applicants who possess the desirable qualifications listed above and who are currently in the Office Assistant (General) classification or who have transfer, list or reinstatement eligibility to the Office Assistant (General) class. The appointment is subject to the State Restriction of Appointment (SROA) and State Hiring Freeze procedures.

Interested applicants must submit a State Application form (STD 678), to the above address, Joan Condit. All applicants must clearly indicate the basis of your eligibility (i.e. SROA, surplus, reinstatement, transfer, or list eligibility) on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.